

Employee Suggestion - Number 310

A. Information about the Suggestor:

██████████, GS-14, Security Officer, OCI

25X1A9a

B. Summary of the Suggestion:

The suggester proposes that all rubber date stamps be arranged in the proper sequence, day, month & year, preferably prior to issuance, in order to accomplish uniformity and consistency in the dating system within CIA. He indicates that the proper date sequence, as contained in the CIA Correspondence Manual, is uniformly followed when the date is type written, however, it has been almost uniformly ignored when the date is stamped in by rubber stamp, inasmuch as rubber stamps when assembled by the manufacturer are normally in the sequence of month, day & year.

C. Evaluation:

The Logistics Office has evaluated the suggestion and supplied the following information:

"The subject suggestion has been evaluated and found to be sound, inasmuch as the adoption of this suggestion could make possible the use of the date stamps for dating correspondence in compliance with the CIA Correspondence Manual. . . .

The rearranging of the strips in date stamps will require approximately five (5) minutes of labor for each stamp. This office has instructed the Divisions concerned to rearrange strips on date stamps in stock, and that replenishment orders for date stamps should require the supplier to furnish the item set-up in day, month and year sequence."

All those responsible for correspondence are well aware of the difficulty encountered in the use of incorrect dating. Since many typewritten copies are date stamped, it is believed that the adoption of this suggestion will result in a full compliance of the proper date sequence, thus avoiding misunderstanding, loss of time, etc.

D. Note:

It is recommended that an award to the suggestor be considered by the Committee with the amount to be determined in keeping with the Scale of Awards for Suggestions with Intangible Benefits.